



UNITED STATES MARINE CORPS
2nd Beach and Terminal Operations Company (-) (Rein)
4th Landing Support Battalion
4th Force Service Support Group
246 Blanton Road, Bldg 1031, Suite 100
Hunter Army Airfield, Georgia 31409-4304

(1) _____
(Date)

From: (2) _____
(Rank/Last Name, First, MI/SSN/MOS)
To: Commanding Officer
Subj: REQUEST FOR RIDT/EDP/ATP/RMP/EIN/EIO (circle one)
Ref: (a) MCO P1001R.1J (MCRAMM)
Encl (1) Supporting Documentation (if applicable)

1. Per the reference, it is requested that I be authorized to perform an RIDT/EDP/ATP/RMP/EIN/EIO (circle) on (3) _____ () (This is the date you will be here.) for my absence from the regularly scheduled drill (4) _____ (). (This is the drill date you will not be here for, if applicable.)

2. Reason for request: (5) _____
(This is the reason you cannot be here, per enclosure if applicable)

3. I-I Staff counter-part contacted (6) _____.
(The person you contacted to ensure that someone would be present on the above date.)

4. I understand that administrative action may be taken against me, if I fail to perform the drill on the date indicated above with out being excused by proper authority. (7) _____ (Your Initials)

(8) _____
YOUR SIGNATURE

ONE REQUEST SHEET PER DAY

(1) _____
(Date)

MEMORANDUM ENDORSEMENT

From: Commanding Officer
To: (2) _____
(Rank/Last Name, First, MI/SSN/MOS)

1. Returned approved / disapproved (circle one). To be performed with / without pay (circle one)(applicable to EDP's only).

2. You are directed to report to the HTC by (9) _____/_____.
(Time/date you need to be here)

3. You will report to the Administrative Office prior to reporting to your designated work section to ensure that you are properly mustered. You will also report to the Administrative Office upon the end of the day/drill to ensure you are properly mustered.

(10) _____
(Company Commander)

ONE MUSTER SHEET PER DAY

Type of IDT: _____ Date: _____ NUMBER OF IDT: _____

X = PRESENT
A = ABSENT

AM	PM	PM

(11) _____
MUSTER OFFICIAL SIGNATURE

(AM _____ PM _____ PM _____)
time time time

ADMIN USE ONLY (DATE RECD _____ UD# _____ DTD _____)

INSTRUCTIONS FOR COMPLETING THE FRONT OF THIS DOCUMENT
INCOMPLETE OR IMPROPER COMPLETION WILL VOID THIS DOCUMENT AND RESULT IN
REJECTION AND NOT PROCESS FOR DRILL ACCOUNTING OR PAYMENT OF FUNDS

1. The date that you are filling out this RIDT Sheet. (YYMMDD) 020922
 - This date must be prior to the drill date that you are RIDT'ing for.
2. The Marines name that is performing this RIDT.
 - Ex: SGT SMITH, DONALD P. 123 45 6789/0300 USMCR
3. The date that you will be performing the make up drill and number of drills you will be performing.
 - Ex: 020918 (1) or (2). If only one drill ensure the "time" in the below section is properly established. i.e. 0730 or 1200.
4. The date that you are making up by performing this drill.
 - Ex: If you are making up a drill you missed on Oct 6 2002 then that's the date you put here (YYMMDD/021006) along with the # of drills you missed (1) or (2). (This **MUST** match the line above (3)).
5. The reason that you will not be here or missed the scheduled drill.
 - Ex: "My wife is Delivering our Baby", "I will be out of town for work"
6. Your I-I Staff Counterpart that you contacted to ensure there would be someone present on the date given.
7. Initial here if you understand the above statement, if you do not then ask someone to explain it to you.
8. Your payroll signature!
9. The time and date you are REQUIRED to show up. (YYMMDD)
 - 1 Drill 0730-1300 or 1300 - 1630
 - 2 Drill 0730-1630 (4 Hour Minimum Requirement)
10. Approving Officers Signature. (Your Commanding Officer)
11. Filled out by Admin.

*** DO NOT MAKE CORRECTIONS, WHITE OUT IS NOT AUTHORIZED IF YOU MAKE A MISTAKE GET A NEW SHEET!!!!!!**

RIDT - Rescheduled Inactive Duty Training
ATP - Additional Training Period
RMP - Readiness Management Period
EDP - Equivalent Duty Period (EIN/EIO)

- EIN - Without Pay
- EIO - With Pay